

Converting Documents to .pdf

Only **.pdf** (Portable Document Format) documents may be filed using the Court's electronic filing system. If you attempt to upload a non-pdf file, or submit a standard docket entry without a document, an error message appears. (See Figure 1)

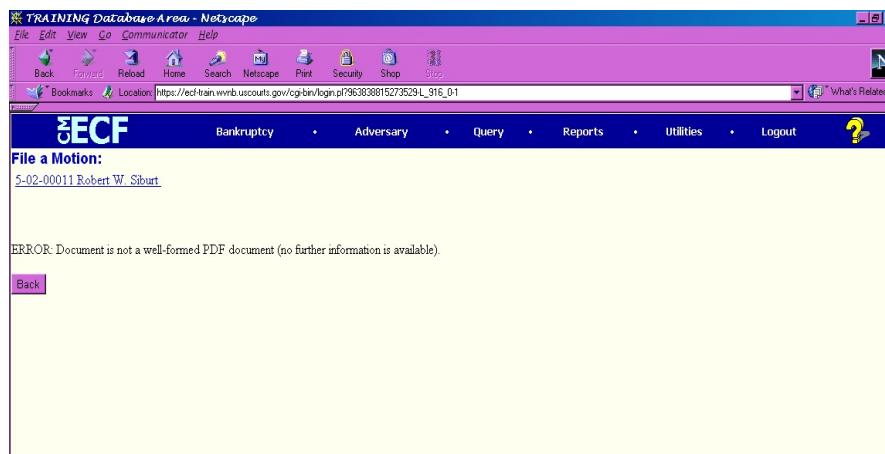


Figure 1

Converting a Document to .PDF Format

Conversion of any word processing document to a Potable Document Format (.pdf) is required before submission to the Court's electronic filing system. The following instructions will guide you through the process of converting a word processing document to .pdf. For this example, WordPerfect 9 is used.

When Adobe Acrobat (the full version, not the reader is installed on your computer, one of the option installed is PDF Writer. To convert a word processing document to .pdf, you will choose "print" (just as you do to print a file), but change your default printer to PDF Writer(or Adobe PDF). By making this selection, your document won't be printed, instead it will give you the opportunity to save your file in .pdf format and give it a filename. You should have a directory on your pc or network available for saving these .pdf files.

The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances,

some of these steps may be eliminated depending on what software you are using and how your system has been configured.

Your bankruptcy preparation software may convert documents to .pdf. Refer to your software vendor regarding converting to .pdf.

Basic requirements for creating .pdf files:

- Word processing software. For example: Microsoft Word or WordPerfect.
- Adobe Acrobat (Full Version, not the free Reader)

Converting a Word Processing Document to .pdf Format

STEP 1 Using your Word Processing Software, open the document you wish to convert to .pdf and review the document for accuracy.

STEP 2 To begin the conversion process, click the printer icon on your toolbar or using the menus, click **file** and **print**. (See Figure 2)



Figure 2

STEP 3 The **Print** dialog box appears (See Figure 3)

- Select **Acrobat PDFWriter** or **Adobe PDF** from your list of printers.
- Click the **Print** button in the dialog box. The file will not actually print.

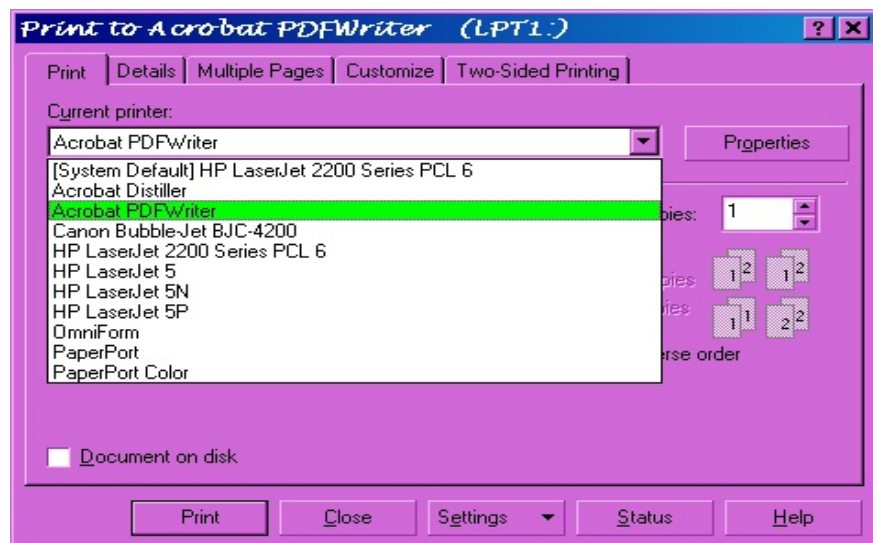


Figure 3

STEP 4 You will then receive the option to save the file as .pdf.

- The **Save PDF File As** screen will appear
 (See Figure 4)

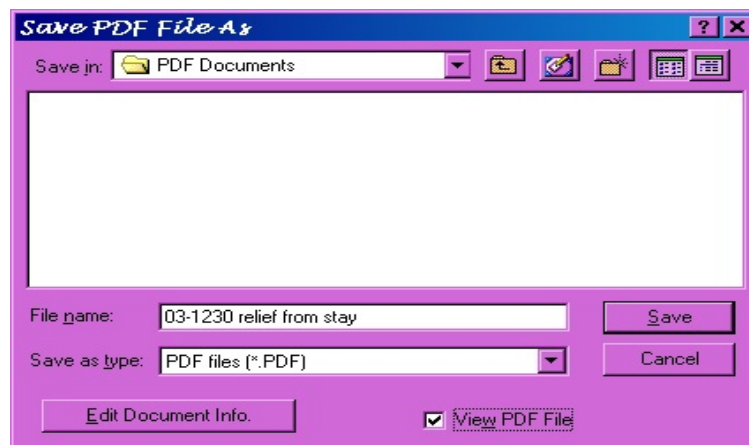


Figure 4

- **File Name:** type a name using your preferred naming convention.
- **Save as type:** Use drop down arrow if needed so that **PDF files (*.PDF)** is selected.

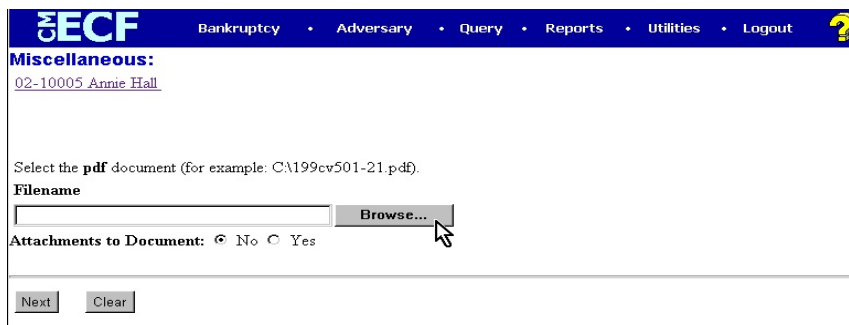
- Click on the **Save** button to save the file as a PDF document to a location where it may easily be retrieved later.

Note: It is strongly suggested that you create a folder (or folders) specifically to store your pdf documents.

Attaching PDF Files During Docketing

STEP 1 During Docketing you will be prompted to attach your pdf document.

- The **PDF DOCUMENT** screen is displayed. (See **Figure 5**)



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Miscellaneous:
[02-10005 Annie Hall](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

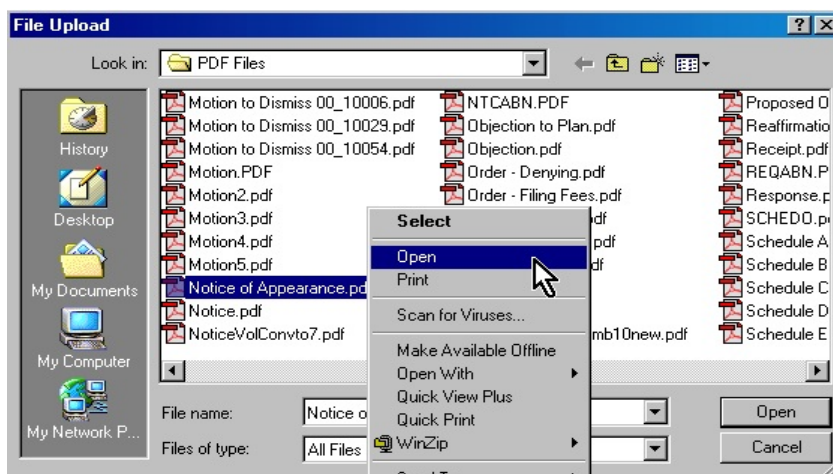
Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Figure 5

STEP 2 Click on the **Browse** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

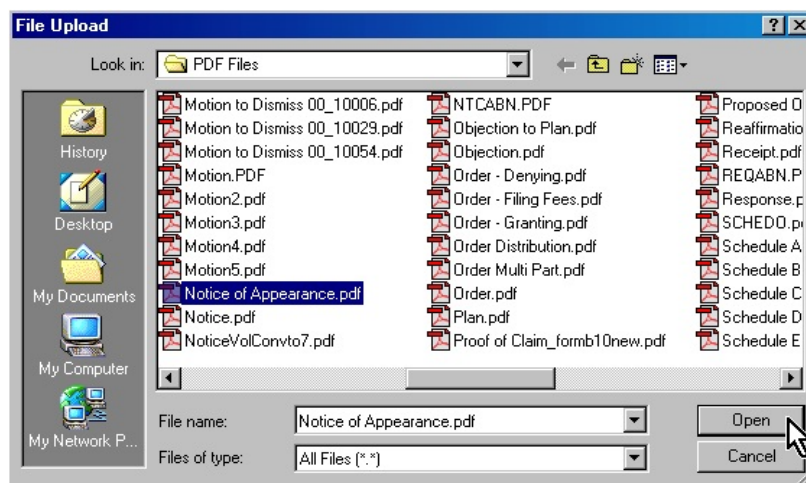
STEP 3 To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. (See **Figure 6**)

**Figure 6**

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

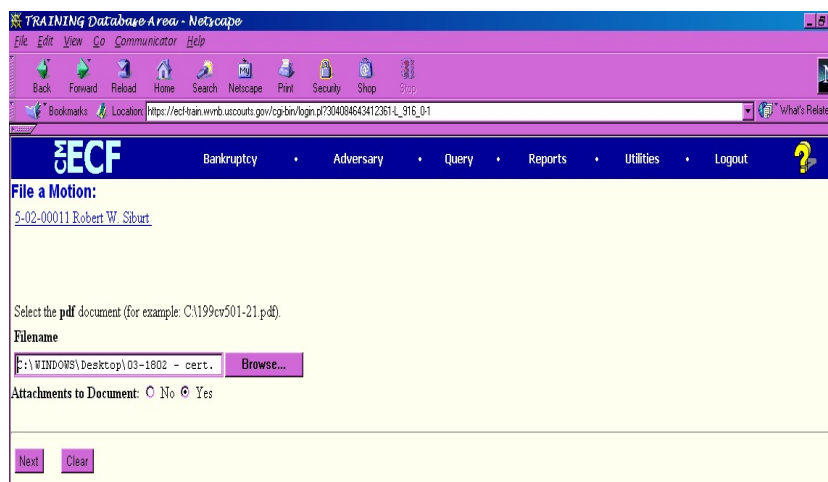
STEP 4

Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 7)

**Figure 7****STEP 5**

To add an attachment, such as a **proposed order, exhibit, etc.**

click the **yes** radio button next to “Attachments to Documents” and click **next**. (See Figure 8)



TRAINING Database Area - Netscape

File Edit View Go Communicator Help

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Bookmarks Location https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?304084643412361_L_916_01 What's Related

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[5-02-00011 Robert W. Siburt](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

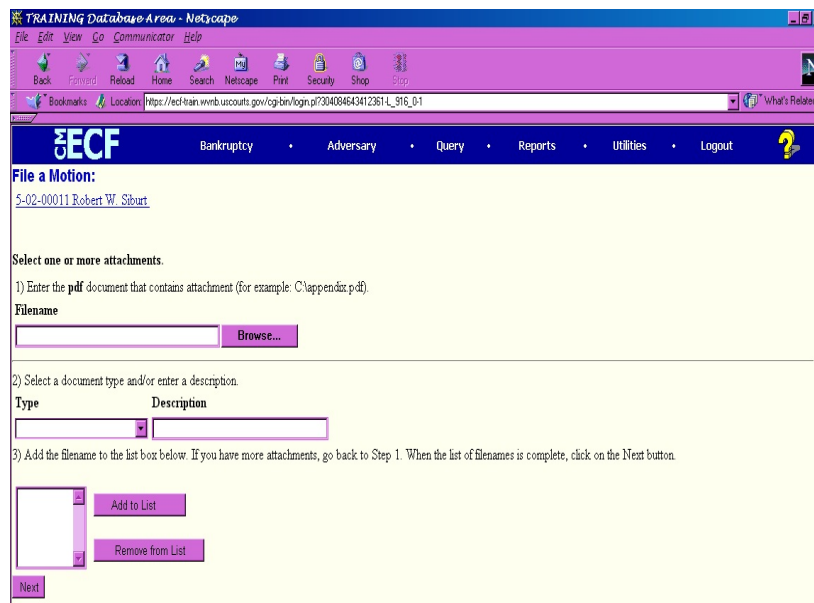
Filename

Attachments to Document: ☐ No ☒ Yes

Figure 8

STEP 6

The **Select one or more attachments** screen will appear.
(See Figure 9)



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Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

Type

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 9

STEP 7

- Click on the **Browse** button to search for the file you would

like to attach. (Just as you would do when browsing for your main document)

- Under **step 2**, click on the drop-down arrow and choose what document type you are attaching, if it a **proposed order**, choose that type OR you may
- Type in a **description**
(See Figure 10)

The screenshot shows a web browser window titled "TRAINING Database Area - Netscape". The address bar shows the URL "https://ecftrain.wmb.uscourts.gov/cgi-bin/login.pl?34084643412361_L_916_01". The page has a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is yellow and titled "File a Motion:". Below the title is the case number "5-02-00011 Robert W. Sibart". The instructions say "Select one or more attachments." and "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)". There is a "Filename" field with the text "C:\WINDOWS\Desktop\Proposed Order 0" and a "Browse..." button. Below this, instruction "2) Select a document type and/or enter a description." is followed by a table with two columns: "Type" and "Description". The "Type" column has a dropdown menu with "Proposed Order" selected. The "Description" column has a text box with "for Motion to Amend". Instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." is followed by a list box (currently empty) and two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.

Figure 10

STEP 8

Click on **Add to List**. When you do this, the pathname of where your document was stored will appear in the box in step 3 and the boxes in steps 1 and 2 will blank out. (See Figure 11)

The screenshot shows a Netscape browser window titled "TRAINING Database Area - Netscape". The address bar displays "https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?3040846434123614_316_01". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is yellow and titled "File a Motion:". Below the title is a link "5-02-00011 Robert W. Stuart". The instructions read: "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).". There is a "Filename" input field and a "Browse..." button. Below this is a table for selecting document types and descriptions. The table has two columns: "Type" and "Description". The "Type" column has a dropdown menu with "1" selected. The "Description" column has an input field. Below the table is a list of filenames with "Add to List" and "Remove from List" buttons. The filename "C:\WINDOWS\Desktop\Proposed Order 02-11.PDF" is listed. At the bottom is a "Next" button.

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Bookmarks Location https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?3040846434123614_316_01

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Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse...

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\WINDOWS\Desktop\Proposed Order 02-11.PDF Add to List

Remove from List

Next

Figure 11

STEP 9

If you have more documents to attach, start the process over by browsing for the next attachment and proceed to # 2 and then # 3, as shown in Figure 11.

If you are finished with adding attachments, click next.